Withdrawal and Readmission Procedures
Effective as of: 01.29.2014

American University of Armenia
Policy for Publication
Policy Number: ACAD20140008

Students may petition to withdraw from a degree program by filling out either a Leave of Absence (Short-term Withdrawal) Form or a Permanent Withdrawal Form with the Office of the Registrar. A student may withdraw only once during their course of study unless warranted by exceptional circumstances.

There are two types of withdrawal: *permanent or short-term (Leave of Absence)*.

A *permanent withdrawal* ends the student's course of study. In order to study in the future at AUA, the student must submit a new application and go through the relevant admissions process.

A *short-term withdrawal or leave of absence* allows the student to resume the same course of study within one academic year of withdrawal (may not exceed more than two consecutive semesters) with the approval of the degree program based on the students past academic performance, subject to available space and appropriate course offerings. Students taking a Leave of Absence due to medical reasons* must submit supporting medical documentation.

Students will be subject to the degree requirements applicable at the time study is resumed and may be required to retake courses. A Petition for Readmission to the University must be submitted to the Office of the Registrar at least three weeks before the registration period for the term of study in which the student wishes to be registered.

If the effective date of the withdrawal is between terms or within the Add/Drop period, the transcript will not record that the student registered for any courses beyond the last completed term. Depending on the date of withdrawal, withdrawing after the Add/Drop deadline will result in grades of W (withdraw) or WF (withdrawn failure) recorded on the transcript.

All outstanding debts to the university must be paid at the time of withdrawal in accordance to the education contract.

Financial Aid Consequences

Financial aid is granted with the expectation that the student remains enrolled for the entire period of the financial aid award (one academic year). Upon withdrawal, the student forfeits any financial aid allocated for any term of study beyond the effective date of the withdrawal. Financial aid for the term in which the student withdraws is suspended. After the Add/Drop period suspension of tuition assistance funds and any applicable refunds or adjustments are calculated based on the education contract(s) and relevant provisions.

Students must reapply for tuition assistance when they resume their studies in accordance to the posted deadlines for the given academic year.

*If it is necessary for a student to take a subsequent medical withdrawal or for a chronic condition it must be documented through the Center for Student Success (Disability Self-Identification Form). The Office of Student Affairs will assist students with disabilities in need of academic and programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973.

Related Documents

Residency and Graduate Continuous Enrollment